



United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS
AGRICULTURAL RESEARCH SERVICE
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"Solving Problems for the Growing World"

VACANCY ANNOUNCEMENT

Announcement Number: ARS-X5W-0044
Demo/Alternative Merit
Promotion

Position Title/Series/Grade:
Custodial Worker (Motor Vehicle Operator)
WG-3566-03

Promotion Potential: WG-3

Employment Type: Permanent – Part-time
20 hours per week

Grade and Salary Range:
WG-03 \$11.48 - \$17.00 Per Hour

Location of Position:
Location Support Staff, Sidney, Montana

Who Can Apply:
All U.S. Citizens

Opening Date: November 22, 2004

Closing Date: December 6, 2004

For copies of vacancy announcements and/or application materials, please call (301) 504-1482. For additional information regarding employment opportunities, please visit <http://www.afm.ars.usda.gov/hrd/jobs/apply.htm>.

Contact Information

Human Resources Specialist:
Keli A. Brewster
(301) 504-1584

Location Contact Information:
Mellissa Brockes
(406) 433-9432

DC Relay Service: (202) 855-1234 (TDD)

Send Applications to:
USDA, Agricultural Research Service
Human Resources Division
Attn: Keli A. Brewster
5601 Sunnyside Avenue, Stop 5106
Beltsville, MD 20705-5106
Fax: (301) 504-1535
E-mail: scirecruit@ars.usda.gov

Applications must be postmarked, e-mailed or faxed by the closing date of the announcement. Applications received in Government envelopes will not be considered.

Please take advantage of the Application Package Checklist at the end of this announcement to ensure your application is complete.

For information about the organization and location, visit the location's website at www.sidney.ars.usda.gov.

Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting area.

Major Duties:

Incumbent performs various tasks associated with custodial and maintenance duties. These include, but are not limited to; sweeping, dust mopping, scrubbing, stripping, waxing and buffing of cement, tile and linoleum floors. Vacuuming and shampooing carpeted floors. Dusting blinds, furniture fixtures and woodwork. Cleaning restrooms and filling dispensers. Washing interior and exterior windows and replacing light bulbs using a scaffold and/or ladder. Mowing lawns, pulling weeds, raking leaves, mulching planted areas, pruning and watering. Uses forklift, skidster, or dolly to move bulk supplies and office equipment. Responsible for snow removal using a shovel, snow blower, and pick-up truck with blade.

Working Conditions and Other Considerations:

Incumbent works in office and laboratory areas, as well as outdoors. Incumbent is subject to some dust, dirt, soiling of clothing and skin. Incumbent may be exposed to working in extreme outdoor temperatures in both the summer and winter months when performing grounds maintenance. Physical exertion related to custodial activities such as walking, lifting, pushing, pulling, or carrying objects weighing up to 100 lbs such as salt. Equipment must be transported between buildings using a flatbed cart and dolly. Incumbent must possess a valid motor vehicle license in order to operate the pick-up truck.

Qualifications Required: Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

Basic Requirements

Applicants must have experience and/or training of sufficient scope and quality to perform the duties required. Applicants will be rated in accordance with their knowledge and skill in the job elements listed below:

1. Ability to do the Work of the Position without More Than Normal Supervision (Screen Out Element)
2. Work Practices (including keeping things neat, clean and in order)
3. Ability To Follow both oral and written directions.
4. Ability To Use and Maintain tools and Equipment
5. Dexterity and Safety
6. Operation of Motor Vehicles

Additional Requirements:

Applicant must possess and provide proof of a valid driver's license. SUPPLEMENTAL QUESTIONNAIRE: Applicants will be required to complete a supplemental questionnaire (copy attached to vacancy announcement). Applicants who fail to complete and return the questionnaire **WILL NOT** receive further consideration for the position. **Physical Examination is required.**

Other Important Information

Benefits Package:

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at www.usajobs.opm.gov/ei61.htm.

Veteran's Preference:

For further details, call the U.S. Office of Personnel Management (OPM) at 478-757-3000 or TDD 478-744-2299. Select General Information on the Federal Employment Policies and Procedures, and then Veterans Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

Relocation Expenses:

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletin 03-402, which may be found at: http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm.

Financial Disclosure Requirement:

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

False statements:

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

Optional Form 306, (Declaration for Federal Employment):

If you are selected for this position, you will be required to complete this form before an offer may be made.

USDA Surplus/Federal Displaced Employees:

USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants must submit the following:

- 1) a copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- 2) evidence of full performance level of current position;
- 3) a copy of your most recent performance appraisal; and
- 4) a copy of your most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

Selective Service System:

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

Reasonable Accommodation:

Reasonable accommodation is provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD). The decision to grant reasonable accommodation is made on a case-by-case basis.

Civil Rights Policy Statement:

The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider. Discrimination is prohibited in all USDA programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center on 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD).

Application Package Checklist

If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation.

- ☐ Optional Form 612 (Optional Application for Federal Employment), SF-171 (Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

The following information is required of all applicants:

- ☐ Announcement number, title, and grade(s) of the position
- ☐ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- ☐ Social security number
- ☐ Statement that you are a U.S. citizen (if not using the OF-612 or SF-171)
- ☐ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (if claiming veterans preference) (Visit <http://www.opm.gov/veterans/html/vetguide.asp> for additional information).
- ☐ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veterans preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)
- ☐ Paid and non-paid work experience related to the position. For each period of work experience include:
 - ___ Job title
 - ___ Series/grade (if Federal employment)
 - ___ Duties and accomplishments
 - ___ Employer's name and address
 - ___ Supervisor's name and contact information
 - ___ Starting and ending dates of employment (at least month & year)
 - ___ Number of hours worked per week
 - ___ Salary
 - ___ Indicate if we may contact current supervisor/employer
- ☐ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)
 - ___ Certificates/licenses (current)
 - ___ Honors, awards, and special accomplishments
 - ___ Supplemental questionnaire if applicable (usually for Federal Wage System positions - WG, WL, WS)
- ☐ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading "Other Education" for information governing acceptability of this type of education.)

- ☐ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)
- ☐ Copy of most recent performance appraisal (if you are a current federal employee)
- ☐ Second copy of application package (if the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion and competitive examining procedures).
- ☐ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at <http://www.usajobs.opm.gov/a2.htm> and scroll down to the subject heading, "Category".)
- ☐ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under "Other Important Information" below.)
- ☐ Self-certification of typing speed (if required as a basic qualification for the position)
- ☐ While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at <http://www.ars.usda.gov/careers/whatksa.html>).

If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.

SUPPLEMENTAL QUESTIONNAIRE FOR CUSTODIAL WORKER WG-3566-03

1. What is the longest period of time you have worked for one person, organization or company?

- _____ More than 2 years
- _____ 1-2 years
- _____ 6 months to 1 year
- _____ Less than 6 months
- _____ Never been employed

2. Check each item that applies to you:

- _____ Have been selected for a special job
- _____ Have received a commendation or award for good work on the job, in school, in the Armed Forces or community activities
- _____ Have received above average grades in school/training courses
- _____ Have not held a recent job for a year

If you checked any of the above, please explain:

3. Check number of days you were absent during last year you worked:

- _____ 0 days
- _____ 1-6 days
- _____ 7-12 days
- _____ 13-20 days
- _____ More than 20 days

Explain absences of more than 12 days:

4. Check the highest level of supervision you have experienced:

- _____ Close supervision with specific tasks defined
- _____ Work on own initiative subject to occasional inspection
- _____ Work on own initiative without any inspection
- _____ Work independently under general instructions
- _____ Work with unusual independence

5. In any job, have you had to (Check all that apply):

- _____ Follow changes in direction
- _____ Follow written directions
- _____ Give directions to other employees
- _____ Perform duties under general direction
- _____ Perform duties without general direction
- _____ Perform duties without direction

- _____ Receive constant direction under close supervision
- _____ Receive direction based on established practices
- _____ Receive direction which requires several steps
- _____ Receive specific direction for each new task
- _____ Work from several oral or equivalent directions
- _____ Other (Please explain below.)

6. Check any of the columns below with which you have had experience:

- Own Initiative Under Direction _____
- Clean Your Work Area _____
- Maintain an Orderly Work Area _____
- Put Equipment and Materials Away _____
- Store Materials _____
- Meet Time Schedules and Deadlines _____
- Keep Records, Logs and Inventories _____

7. Check any of the following equipment you can use:

- _____ Broom
- _____ Hand Carts and/or Dollies
- _____ Heavy Industrial type Floor Scrubbers and Buffers
- _____ Heavy Industrial type Vacuum Cleaners
- _____ Ladders
- _____ Light-Weight Floor Scrubbers and Buffers
- _____ Light-Weight Vacuum Cleaners
- _____ Mop
- _____ Powered Lifting Machine
- _____ Powered Polisher
- _____ Powered Wall-Washing Machine
- _____ Scaffolding
- _____ Other (Please List Below)

8. In respect to the above equipment, check any of the following with which you have had experience:

- _____ Adjusting Equipment
- _____ Changing Belts on Power Equipment
- _____ Changing Brushes, Rollers or Buffers on Power Equipment
- _____ Cleaning Equipment
- _____ Lubricating Equipment
- _____ Repairing Equipment

9. Have you had any work related accidents in the last:

- ☐ year
- ☐ 2 years
- ☐ 3 years
- ☐ 4 years
- ☐ 5 years

If yes to any of the above, please explain.

10. Have you had any safety training? ☐ Yes ☐ No If so, please explain.

11. Have you received any safety awards? ☐ Yes ☐ No If so, please explain.

12. Check the following places you have cleaned:

- ☐ Corridors
- ☐ Dormitories
- ☐ Hospital Rooms and Wards
- ☐ Kitchens
- ☐ Offices
- ☐ Research Laboratories
- ☐ Restrooms
- ☐ Stairways
- ☐ Storerooms
- ☐ Others, identify below:

13. Check any of the following experiences you have had:

- ☐ Removing Stains from a Variety of Surfaces Using Chemicals and Cleaning Solutions
- ☐ Using a Variety of Special Cleaning and Sanitizing Solutions
- ☐ Using Various Preparations to Clean and Maintain Linoleum, Wood and Marble Floors

14. Check the following activities in which you are currently or have recently participated:

Light Physical Effort

- ☐ Changing Linens
- ☐ Cleaning Restrooms
- ☐ Cleaning Sinks and Water Fountains
- ☐ Disinfecting and Deodorizing Lavatories, Urinals and Toilet Bowls
- ☐ Dry Mopping
- ☐ Dusting Furniture
- ☐ Dusting Ledges and Woodwork
- ☐ Emptying Ashtrays
- ☐ Emptying Wastebaskets
- ☐ Making Beds
- ☐ Noting and Reporting Conditions Requiring Maintenance
- ☐ Occasionally Lifting and Carrying Objects up to 20 lbs.
- ☐ Polishing Metal Fixtures
- ☐ Replacing Deodorizers, Toilet Tissue, Hand Towels and Soap
- ☐ Scrubbing
- ☐ Sweeping
- ☐ Vacuuming Using Light Weight Vacuum
- ☐ Washing Blinds
- ☐ Washing Walls
- ☐ Washing Windows
- ☐ Waxing and Polishing Floors
- ☐ Waxing and Polishing Furniture

High Physical Effort

- ☐ Moving Heavy Furniture, Supplies and Equipment
- ☐ Occasionally Moving and Lifting Objects Weighing Over 50 lbs.
- ☐ Operating Powered Buffing and Scrubbing Machines Around Breakable Items
- ☐ Performing Work at Various Heights Using a Ladder
- ☐ Polishing Floors Using Heavy (Industrial Type) Powered Scrubbers and Buffers
- ☐ Setting Up Scaffolding
- ☐ Stripping Floors
- ☐ Using Scaffolds and Ladders
- ☐ Vacuuming Using Heavy (Industrial Type) Vacuum Cleaner
- ☐ Washing and Changing Venetian Blinds
- ☐ Washing Ceiling Fixtures
- ☐ Washing Room Partitions
- ☐ Washing Walls Using Powered Wall Washing Machine
- ☐ Wiping Benches and Machinery, as directed

Heavy Physical Effort

- ☐ Moving and Lifting of Objects Continuously Weighing Over 50 lbs.
- ☐ Carrying Trash Cans and Loading Trash Trucks

Some physical effort may be found in home improvement projects, housework, hobbies and other situations. If you wish to include any of these situations, list specific activity:

15. Can you?:

Lift up to 20 lbs. (light physical effort) Yes _____ No _____

Lift 20-40 lbs. (high physical effort) Yes _____ No _____

Lift over 50 lbs. Yes _____ No _____

16. Do you have a valid license to operate a motor vehicle?

Yes _____ No _____

17. Have you had any traffic violations in the last 5 years? If so, explain.

18. Check any of the following that you have experience operating.

Automatic transmission _____

Manual transmission _____

Forklift _____

Skidster _____

Snow Blower _____

Attachments _____

Other _____ (Please explain below)

19. In the space below, tell about any experience, training or ability not already mentioned which you feel would qualify you to do this position.

I certify that the information provided in the questionnaire is correct and accurate to the best of my knowledge.

Signature

Date

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